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Sanitized Copy Approved for Release 2010/01/19 : CIA-RDP55-00166A000200050009-9

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 22 October 1953

FROM : Chief, Orientation and Briefing Division

25 YEAR RE-REVIEW

SUBJECT: Report for Week - 1200 hrs., 15 October to 1200 hrs., 22 October 1953

## I. INDOCTRINATION

1. Today, Thursday, 22 October 1953, a total of 45 individuals attended the weekly Indoctrination Program.
2. This group is evaluated a little above average.

## II. ORIENTATION

1. In keeping with the wishes of the DCI and DTR, the Chief, OB/D met with Mr. Nelson Rockefeller on Monday, 19 October 1953, and discussed with him many details in connection with his role as keynote speaker for the Twelfth Orientation Course. Mr. Rockefeller is approaching this task with a degree of enthusiasm which augurs well for the success of the undertaking.
2. For uniformity of presentation we have arranged with [redacted] DAD/OCD to express a few introductory and appropriate remarks in introducing the Collection Panel.
3. During the past week, the Chief, OB/D, met with the members of the three panels, Collection, Scientific Intelligence, and Economic Intelligence and discussed the format and substantive development of subject material for each of the panel discussions. These sessions proved most profitable and should result in a more orderly presentation of the material in each instance.
4. While a Government-wide air-raid drill is scheduled for 1000 to 1015 a.m., 5 November, the third day of the Twelfth Course, no change in our schedule will be necessary. Mr. John Lucas of the Office of Plant and Operations of the Department of Agriculture has confirmed that we will be able to stay in place in the Auditorium during the time of the drill.

## SPECIAL

1. In keeping with past procedure, we will determine the availability and suitability of the persons to appear at the Strategic Intelligence School and prepare a reply for the D/TR which will be routed to the Chief, Language Training and Programs Division.

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2. The Chief, OB/D, received a request from  <sup>25X1</sup> Special Assistant to DD/P, asking for assistance in a special briefing of two high-level actuaries who are to do special work for this Agency. When more details are received on this request, the D/TR will immediately be notified of them.

3. At the request of Chief, General Services,  <sup>25X1</sup> the Chief, OB/D went through the entire Agency Reproduction Plant in  The trip was illuminating because a knowledge of such facilities is very helpful for us in our type of work.

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4. In keeping with the statement of Item 3 under Special in last week's report,  Chief, Visual Aids, Administration, DD/P, brought the drawings and the written material corresponding with each picture. He stated that the substance of the written material needed to be corrected in places. I told him that this was not the responsibility of this office but rather that of Logistics who are to use the material for specific training purposes. Mr. Garrison, AD, Logistics agreed fully with this observation and is going to have his shop make all corrections in the written material before returning the material to us to dub in the voice part on the film.

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